Trade Union Facility Time Report

Date Published	September 2018
Next Review	September 2020
UCC Governor Approval Committee	Resources
UCC Staff Role Responsible	Principal

Requirements

Schools have to publish details of the amount of time off taken each year by staff who are union officials.

In this document, we refer to the following legislation:

The Trade Union (Facility Time Publication Requirements) Regulations 2017, legislation.gov.uk

Trade Union and Labour Relations (Consolidation) Act 1992, section 172A, legislation.gov.uk

Relevant union officials

Number of employees who were relevant union officials during the relevant period	Full-time equivalent employee number
3	*2.4 FTE*

Percentage of time spent on facility time

How many of your employees who were relevant union officials employed during the relevant period spent a) 0%, b) 1% to 50%, c) 51% to 99%, or d) 100% of their working hours on facility time?

Facility time includes:

- Time off for the purpose of carrying out trade union duties as a union representative, union learning representative or union health and safety representative, as well as time off for the purpose of undergoing training relevant to the carrying out of trade union duties

- Time off for accompanying another of the employer's workers to grievance or disciplinary hearings

- Time off for taking part in trade union activities when acting as a union representative

Percentage of time	Number of employees
0%	0
1% to 50%	3
51% to 99%	0
100%	0

Percentage of pay bill spent on facility time

Provide the figures requested in the first column of the table below to determine the percentage of your total pay bill spent on paying employees who were relevant union officials for facility time during the relevant period.

Total cost of facility time	£669.18 Calculate this by: 1. Determining the hourly cost of each employee who was a relevant union official during the period* 2. Multiplying this by the number of paid facility time hours spent by the employee on facility time during the period** 3. If there is more than one employee who was a relevant union official, add together each of the amounts produced in step 2

Total pay bill	£4,076,810 Calculate this by adding together: • The total gross amount spent on wages by the employer in respect of its employees during the period • The total amount spent on pension contributions by the employer in respect of its employees during the period • The total amount of National Insurance contributions paid by the employer in respect of its employees during the period
Percentage of the total pay bill spent on facility time	0.0164% (£669.18 / £4,076,810 x 100) Calculated as: (Total cost of facility time ÷ total pay bill) x 100

* The hourly cost is calculated by:

- Adding:
    - The gross amount spent on wages by the employer in respect of the employee during the period
    - The amount spent on pension contributions by the employer in respect of the employee during the period
    - The amount of National Insurance contributions paid by the employer in respect of the employee during the period
- Dividing the above amount by the working hours of the employee during the period

** A notional hourly cost must be used here, instead of the actual hourly cost determined under step 1, where the employee is identifiable. The notional hourly cost is what 'reasonable pay' would be for the type of work the identifiable employee ordinarily did for the employer over the relevant period

Paid trade union activities

As a percentage of total paid facility time hours, how many hours were spent by employees who were relevant union officials during the relevant period on paid trade union activities?

Time spent on paid trade union activities as a percentage of total paid facility time hours	0.66% Calculated as: (total hours spent on trade union activities by relevant union officials during the relevant period ÷ total paid facility time hours) x 100